

Office of the City Attorney

Richard Doyle, City Attorney

M I S S I O N

T*he Office of the City Attorney serves as legal counsel to the City, its Boards and Commissions, and the Redevelopment Agency, with the goal of protecting and advancing their interests*

City Service Area

Strategic Support

Core Services

Legal Representation

Advocate, defend, and prosecute on behalf of the City and Redevelopment Agency's interests

Legal Transactions

Provide oral and written advice on legal issues and prepare documents to implement official City and Redevelopment Agency actions

Strategic Support: Office Management and Analysis, Fiscal Control/Budget Preparation, Personnel Administration/Employee Services, Computer Network Management, Facility Management, Records and File Maintenance, Law Library Maintenance, and Overall Contract Administration

Office of the City Attorney

Department Budget Summary

	2003-2004 Actual 1	2004-2005 Adopted 2	2005-2006 Forecast 3	2005-2006 Adopted 4	% Change (2 to 4)
Dollars by Core Service					
Legal Representation	\$ 5,465,324	\$ 5,737,322	\$ 6,384,423	\$ 6,646,533	15.8%
Legal Transactions	4,982,129	5,076,072	5,736,514	5,491,310	8.2%
Strategic Support	1,500,519	1,478,782	1,469,607	1,412,014	(4.5%)
Total	\$ 11,947,972	\$ 12,292,176	\$ 13,590,544	\$ 13,549,857	10.2%
Dollars by Category					
Personal Services					
Salaries/Benefits	\$ 11,085,595	\$ 11,106,795	\$ 12,363,142	\$ 12,318,383	10.9%
Overtime	5,038	31,068	31,068	33,640	8.3%
Subtotal	\$ 11,090,633	\$ 11,137,863	\$ 12,394,210	\$ 12,352,023	10.9%
Non-Personal/Equipment	857,339	1,154,313	1,196,334	1,197,834	3.8%
Total	\$ 11,947,972	\$ 12,292,176	\$ 13,590,544	\$ 13,549,857	10.2%
Dollars by Fund					
General Fund	\$ 10,442,683	\$ 10,487,137	\$ 11,734,939	\$ 11,694,252	11.5%
Airport Maint & Opers	541,029	589,905	593,279	593,279	0.6%
Home Invest Partnership	37,239	45,664	47,204	47,204	3.4%
Low/Mod Housing	470,184	486,294	521,981	521,981	7.3%
Sewer Svc & Use Charge	360,559	373,105	378,077	378,077	1.3%
SJ/SC Treatment Plant Oper	96,278	103,992	104,453	104,453	0.4%
Workforce Investment Act	-	206,079	210,611	210,611	2.2%
Total	\$ 11,947,972	\$ 12,292,176	\$ 13,590,544	\$ 13,549,857	10.2%
Authorized Positions	94.62	90.62	95.62	96.62	6.6%

Office of the City Attorney

Budget Reconciliation

(2004-2005 Adopted to 2005-2006 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2004-2005):	90.62	12,292,176	10,487,137
Base Adjustments			
Technical Adjustments to Costs of Ongoing Activities			
• Salary/benefit changes and the following position reallocations:		105,582	55,016
- Sr. Deputy City Attorney to Deputy City Attorney			
• Restoration of General Fund 100 Vacant Positions Elimination Plan: 2.0 Legal Administrative Assistants and 2.0 Legal Analysts	4.00	342,255	342,255
• Restoration of one-time savings: Temporary Attorney Staffing Reduction		222,416	222,416
• Vacancy factor adjustment from 4% to 2%		209,734	209,734
• Addition of 1.0 Sr. Deputy City Attorney for Legal Transactions for assistance with labor relations	1.00	204,540	204,540
• Restoration of one-time savings: Evergreen Smart Growth Strategy and Coyote Valley Specific Plan Legal Services		100,000	100,000
• Restoration of one-time savings: Professional Development Program Suspension		71,820	71,820
• Restoration of one-time savings: Office Supplies and Books Efficiencies		41,021	41,021
• Changes in vehicle maintenance and operations cost		1,000	1,000
Technical Adjustments Subtotal:	5.00	1,298,368	1,247,802
2005-2006 Forecast Base Budget:	95.62	13,590,544	11,734,939
Investments/Budget Proposals Approved			
Legal Representation			
Strategic Support CSA			
- Temporary Attorney and Administrative Support Staffing		(143,676)	(143,676)
- Police Support at the City Attorney's Office	3.00	405,786	405,786
Legal Representation Subtotal:	3.00	262,110	262,110
Legal Transactions			
Strategic Support CSA			
- Temporary Attorney and Administrative Support Staffing		(153,764)	(153,764)
- Attorney Support Staffing	(1.00)	(91,440)	(91,440)
Legal Transactions Subtotal:	(1.00)	(245,204)	(245,204)

Office of the City Attorney

Budget Reconciliation (Cont'd.)

(2004-2005 Adopted to 2005-2006 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
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Investments/Budget Proposals Approved (Cont'd.)			
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Strategic Support			
Strategic Support CSA			
- Attorney Administrative Support Staffing	(1.00)	(57,593)	(57,593)
Strategic Support Subtotal:	(1.00)	(57,593)	(57,593)
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Total Investment/Budget Proposals Approved	1.00	(40,687)	(40,687)
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2005-2006 Adopted Budget Total	96.62	13,549,857	11,694,252
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Office of the City Attorney

Departmental Position Detail

Position	2004-2005 Adopted	2005-2006 Adopted	Change
Account Clerk II	1.00	0.00	(1.00)
Accounting Technician	1.00	1.00	-
Assistant City Attorney	2.00	2.00	-
Associate Deputy City Attorney	2.00	2.00	-
Associate Legal Analyst	0.00	0.00	-
Chief Deputy City Attorney	3.00	3.00	-
Chief Trial Attorney	1.00	1.00	-
City Attorney	1.00	1.00	-
Deputy City Attorney	15.00	16.00	1.00
Legal Administrative Assistant*	15.00	17.00	2.00
Legal Analyst II*	13.00	14.00	1.00
Legal Services Administrator	1.00	1.00	-
Legal Services Manager	1.00	1.00	-
Network Engineer	1.00	1.00	-
Office Specialist II	3.00	3.00	-
Police Officer	0.00	2.00	2.00
Police Sergeant	0.00	1.00	1.00
Research Attorney PT	0.62	0.62	-
Senior Deputy City Attorney*	26.00	26.00	-
Senior Legal Analyst	4.00	4.00	-
Total Positions	90.62	96.62	6.00

* 1.0 Legal Administrative Assistant, 1.0 Legal Analyst and 1.0 Sr. Deputy City Attorney positions have been defunded and frozen for 2005-2006.